

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF ECONOMIC SUPPORT
ADMINISTRATOR'S MEMO SERIES

ACTION: 99-25

ISSUE DATE: 12/28/99
DISPOSAL DATE: 3/31/02

RE: COMMUNITY REINVESTMENT
FUNDS -- NEXT PROCESS
1997-1999 W-2 CONTRACT

To: W-2 Agency Directors

From: J. Jean Rogers /s/
Administrator

PURPOSE

The purpose of this memo is to provide instructions for access to Community Reinvestment (CR) funds from the 1997-1999 Wisconsin Works (W-2) Contract. This memo outlines the Department's parameters for the use of CR funds. The Department's goals of CR are:

- Serve Temporary Assistance to Needy Families (TANF) eligible families to attain self sufficiency
- Provide a supplemental funding base for the W-2 Contract

ALLOWABLE ACTIVITIES

Examples of allowable uses include the following for TANF eligible families:

- Supplement the funding level for the 2000-2001 W-2 and Related Programs Contract (Note: CR funds cannot be used to pay for W-2 benefits directly; however, they can be used to supplement the W-2 services budget);
- Counseling activities, such as alcohol or drug abuse (AODA) or mental health (not covered by Medicaid or other health insurance);
- Transportation services;
- Expanded services to address cultural and language barriers to self sufficiency;
- Expand self sufficiency and enrichment services to youth;
- "Nonrecurring" or emergency services;
- Services to eligible non-custodial parents;
- Individual Development Accounts;
- Other TANF allowable activities as described in BWI Operation Memo 99-45.

CR may not be used for cash assistance.

AGENCY CR PLANS AND TIMELINES FOR DWD REVIEW

The Department will begin its review of new CR plans on January 10, 2000. The final date for submitting a plan is no later than September 30, 2000. Use the format attached to this memo or a letter, which conveys all of the applicable information. Plans should be sent to the Department's Contract Manager.

Agencies may begin spending on CR activities that have been previously approved by the Department beginning January 1, 2000. (See Part A on the attached form) and/or who plan to supplement the W-2 and Related Programs Contract (Part B). Processing will occur within 15 days of the receipt of the plan by the Department's Contract Manager. Any new and/or not yet approved activity is not an allowable expense until the CR plans describing the proposed activities are approved by the Department (Part C). Processing by the Contract Manager will occur within 30 days of receipt of the plan. Agencies that expend funds on not yet approved activities prior to receiving the approval are financially liable for those costs if they do not become approved. If an activity is approved, expenditures for that activity will be considered allowable expenses for reimbursement beginning January 1, 2000. The agency CR plan must cover the full amount designated for the agency in the attached CR Projections Chart.

CONTRACTING PROCESS

W-2 agencies will receive an amendment to their 1997-1999 W-2 Contract for CR. The CR amount included in the amendment will be fifty percent (50%) of the projected forty-five percent (45%) CR amount minus any CR amount already included in a CR Amendment to the 1997-1999 W-2 Contract. W-2 agencies can be reimbursed for CR expenditures only when **ALL** of the following have been completed:

- the CR Amendment is signed and returned to the Department; and
- the agency's CR activities in the CR Plan are approved by the Department's Contract Manager; and
- CR expenses are incurred.

At the close-out reconciliation of the 1997-1999 W-2 Contract, the CR level will be adjusted by the amount actually earned by the agency less any CR amount distributed previously. In accordance with the 1997-1999 W-2 Contract, agencies will receive their final CR calculations in August 2000.

SPENDING AUTHORITY

W-2 agencies may only expend CR funds for approved activities.

Agencies may use these CR funds through December 31, 2001. CR funds that are not used by that time will lapse and no longer be available to the Agency.

REPORTING AND ADMINISTRATIVE COST LIMITATIONS

CR expenses must be reported on the CARS Expenditure Report form in accordance with the Department's Policies and Procedures.

As of January 1, 2000, all CR funds are subject to the same 15 percent administrative cost limits as the 2000-2001 W-2 and Related Programs Contract. Expenditures which occurred before January 1, 2000, are subject to the 10 percent administrative cost cap.

As indicated in BWI Operations Memo 99-45, W-2 agencies are responsible to manually track the necessary data for TANF reporting purposes until the CARES system is programmed for CR requirements. Manual tracking, however, will not be required for use of CR funds to supplement the W-2 and Related Programs Contract as services provided to eligible participants will be reported in the existing CARES system.

SOURCES OF INFORMATION ON CR INCLUDE

- BWI Operations Memo 99-45 which provides guidance on allowable uses of Community Reinvestment funds and proper data reporting processes.
- BWI Operations Memo 99-70 which describes TANF "assistance" for the purposes of understanding what services tick a participant's 60-month clock.
- W-2 RFP Appendix 9.11: Excerpt of Final Federal Regulations Defining Administrative Costs.
- Contact the Contract Manager for a list of approved CR Plans.

REGIONAL OFFICE CONTACT: Area Administrator

Attachments

Community Reinvestment Plan

Agency

- ☐ Part A: Continuation of projects/activities approved under previously approved CR Plan from this agency.

Projects	Estimated Dollar Amount

[Department Contract Manager will respond within 15 calendar days]

- ☐ Part B: Notification of intent to use CR to supplement W-2 and Related Programs contract.

By checking this box the agency is indicating its intent to reserve the right to use CR funds to supplement the W-2 and Related Programs contract. This opportunity is described in section 9.3 of the W-2 and Related Programs RFP.

Budget Categories (from RFP Attachment 8.7)	Estimated Dollar Amount
Personnel	
Operational Expenses	
Subcontracts	
Administrative (must not exceed 15% of total expenditures)	
Other (specify):	

Even though an agency may have identified in its RFP proposals their intent to use CR dollars to supplement their W-2 and Related Programs Contract, providing that information in the RFP response was optional and not binding. Submission of this Plan will be viewed by the Department as an indication of the agency's intent.

[Department Contract Manager will respond within 15 calendar days.]

- ☐ Part C: Request for approval of activities/projects not previously approved for this agency.

List Project(s) *	Estimated Dollar Amount

* Include on a separate sheet the descriptive information required in BWI Operations Memo 99-45.

[Department Contract Manager will respond within 30 calendar days.]

Name (please print)	
Signature	Date Signed

☐ Approved ☐ Approved in-part ☐ Disapproved

Department Contract Manager's Name (please print)	
Department Contract Manager's Signature	Date Signed

Community Reinvestment Projections

County Agencies	Potential 50% CR Contract
Adams	32,207
Ashland	293,722
Barron	234,586
Bayfield	27,658
Brown	2,366,368
Buffalo	54,728
Burnett	37,005
Calumet	110,943
Chippewa	194,692
Clark	221,827
Colombia	35,116
Crawford	26,792
Dane	1,146,831
Dodge	409,825
Door	60,804
Douglas	1,010,690
Dunn	47,450
Eau Claire	348,505
Florence	27,580
Fond du Lac	402,259
Grant Cst	95,807
Green Lake	121,566
Iron	82,007
Jackson	43,446
Jefferson	436,081
Kenosha	-
La Crosse	1,748,554
Langlade	53,040
Lincoln	211,930
Manitowoc	570,071
Marathon	717,558
Marinette	90,648
Marquette	52,260
Menominee	271,569
Monroe	104,613
Oconto	269,949
Outagamie	325,959
Ozaukee	145,963
Pepin	20,529
Pierce	51,933
Polk	101,369
Portage	134,498
Price	29,688
Racine	3,205,549
Rock	2,510,053

County Agencies	Potential 50% CR Contract
Rusk	61,040
St Croix	41,762
Sauk	424,562
Sawyer	456,934
Sheboygan	192,488
Taylor	161,863
Trempeleau	124,493
Vernon	49,879
Washburn	200,289
Washington	68,786
Waupaca	395,766
Waushara	247,257
Winnebago	844,282
Wood	374,405
UMOS	876,670
Emp Soltns	1,513,864
OIC-GM	455,637
Maximus	
Walworth	324,067
Forest	6,428
Kewaunee	4,907
Oneida	99,107
Vilas	-
Juneau	23,905
YWWK	729,865
Shawano	169,964
Waukesha	119,066
Bad River	39,288
Lac du Flambeau	99,375
Oneida	170,626
	26,760,798